



## **Q4 FY22 Demographic Focus Group Meeting**

**Demographic: Tenure**

**Focus Group: 7-9 years**

**Leadership Sponsor: Steve Hoey**

**Council Ambassador: Tina Johnson**

# Meeting Agenda

Introductions & Ground

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Reported Progress on Designated Actions

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Mentimeter Questions

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Close Out

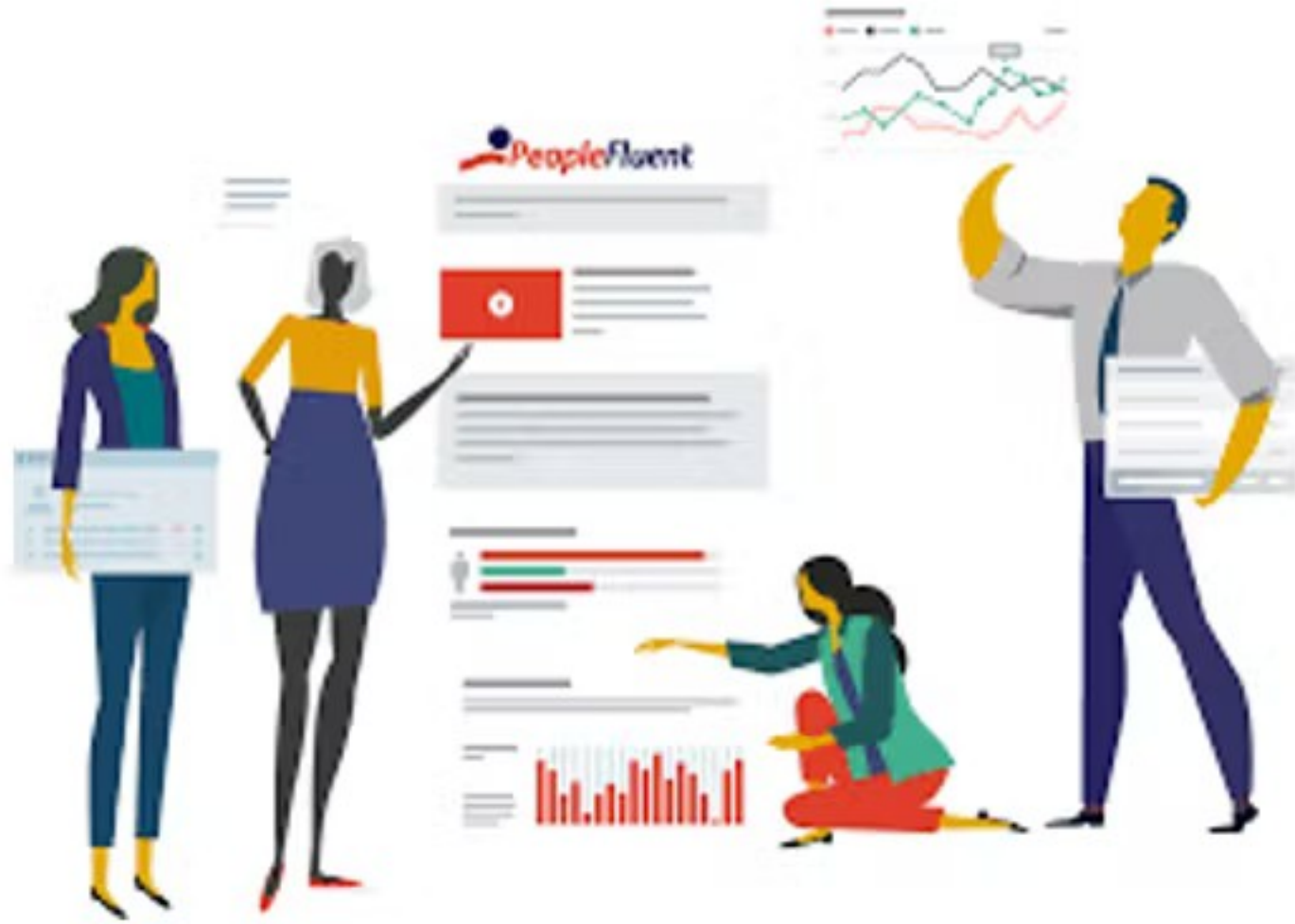




# Ground Rules

- Please mute microphones when not speaking, and raise your hand if you want to speak
- Be present in the moment, put away any distractions.
- Actively listen when others are speaking.
- Wait to be prompted to speak.
- Respect the opinions shared by others.
- Suggest options or solutions to improve situations shared (as appropriate).
- Do not share information you are uncomfortable sharing. If there is something private, you would like to convey contact your AD/DH, HR or Leadership Sponsor after the meeting or via email.





## Progress of Actions Lab-wide

- **Launched Applicant Tracking System**
  - Improve candidate and in house user experience
  - Application process for internals is streamlined: only required to attach a resume and answer a few short questions. Process takes less than 5 minutes to apply
- **Paid Parental Leave added to Benefits Portfolio**
  - Supports efforts to achieve a more inclusive workforce and retention of staff, particularly females
  - Three staff currently utilizing this benefit, four pending approval, three staff completed their six weeks of PPL (*as of 9.7.22*)





Q4 DFGM: Tenure

# Progress of Actions Lab-wide

## Implemented Remote Work Policy

- Designed to optimize employee flexibility while meeting mission needs
- Recognize that certain positions can only be performed on-site, this is an unavoidable reality in our organization and other national labs
- With supervisor approval, training and documentation may be performed remotely
- ~60% of staff approved for some form of hybrid work as applicable (*as of 9.7.22*)

## Expand and invest more towards outreach plan

- Engage with local community colleges such as Virginia Peninsula and Tidewater Tech to develop technician pipeline, Partner with Historically Black Universities, Minority Serving Institutions, and SURA Universities
- 9/27 Career College Onsite Event – The Road to Jefferson Lab, 45 schools invited (*postponed Spring 2023*)
- Exploratory partnership with NASA on Apprenticeship
- Promote opportunities internally & targeted externally to expand outreach



# JLab Mother's/Wellness Rooms

- To support a more positive, relaxing environment for the lab community and new mothers at the lab, there are now two dedicated wellness/mother's rooms available for use. Each room has a refrigerator, seating and a nearby sink.
  - CEBAF Center (Bldg. 12) Room F333
  - Accelerator Maintenance Support Building (Bldg. 87) Room 113
- When space is not in use by a new mother, the room is available for anyone to take a quick breather and relax. The lock on the door handle will indicate when the room is in use. In the case of emergency, there is a break glass case containing a key outside the door.
- Should you have any questions, contact David Fazenbaker, FIMS/Space Management Coordinator at 757.269.5808 or via email at [fazenbak@jlab.org](mailto:fazenbak@jlab.org)

*More Wellness/Mother's Rooms (Bldg. 28, Room 7A and Bldg. 55, Room 2519) are planned to be ready this month. When ready, communication will be shared through the weekly briefs.*





# DEI in Action

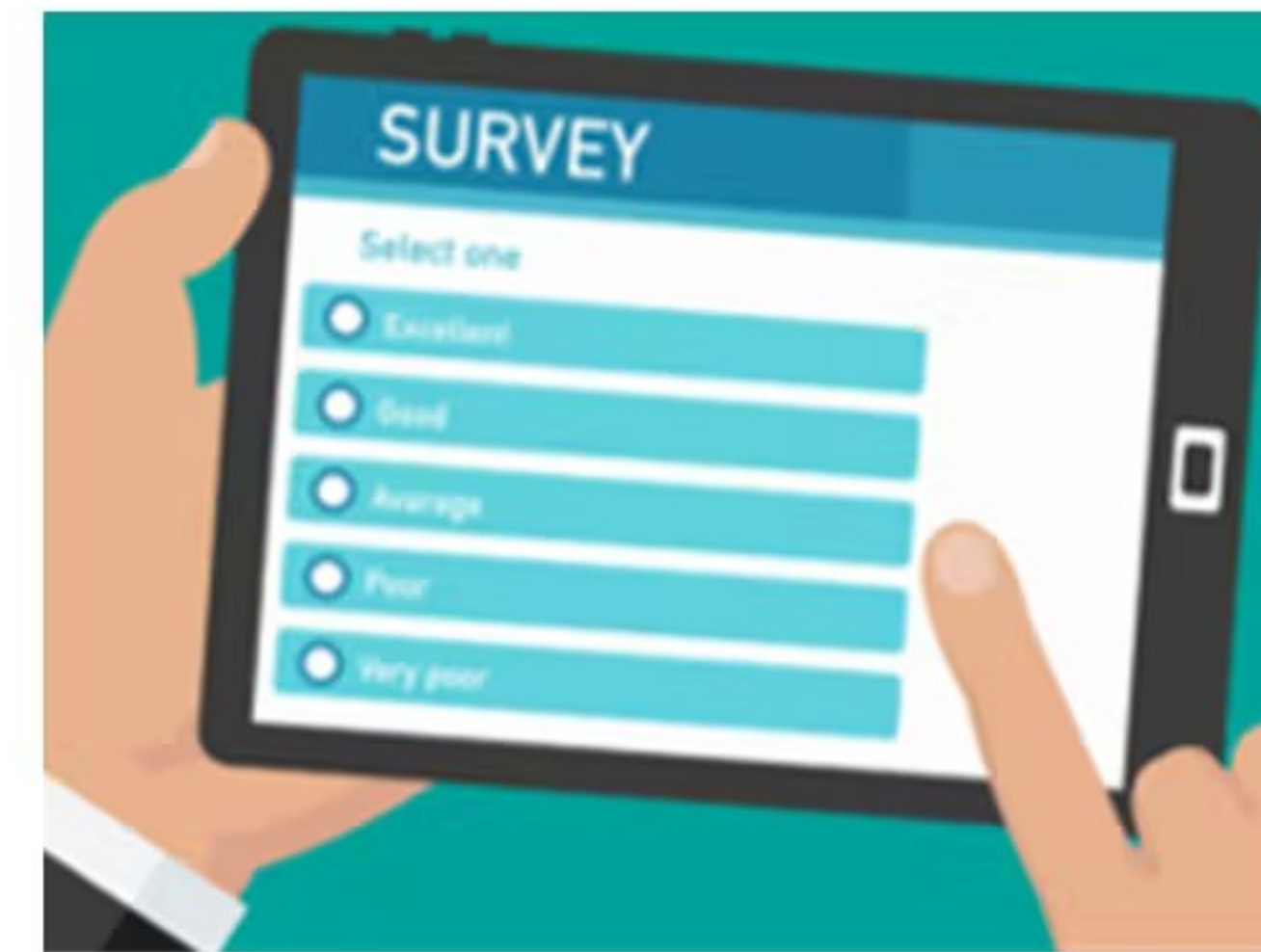


- To foster real-time communication, ongoing engagement with senior leadership, staff and Users through Demographic Focus Group meetings
- Published real-time and relevant content through the DEI Corner (*biweekly edition of the Weekly Brief*) to increase awareness and conversation
- Updated **DEI website** with real-time resources, events, information and updates
- Hosted DEI virtual sessions celebrating key heritage months, mental health awareness
- Held Get Connected Events to foster inclusive culture – bridging meet-n-greets for new & seasoned staff (next event – Dec 6th)



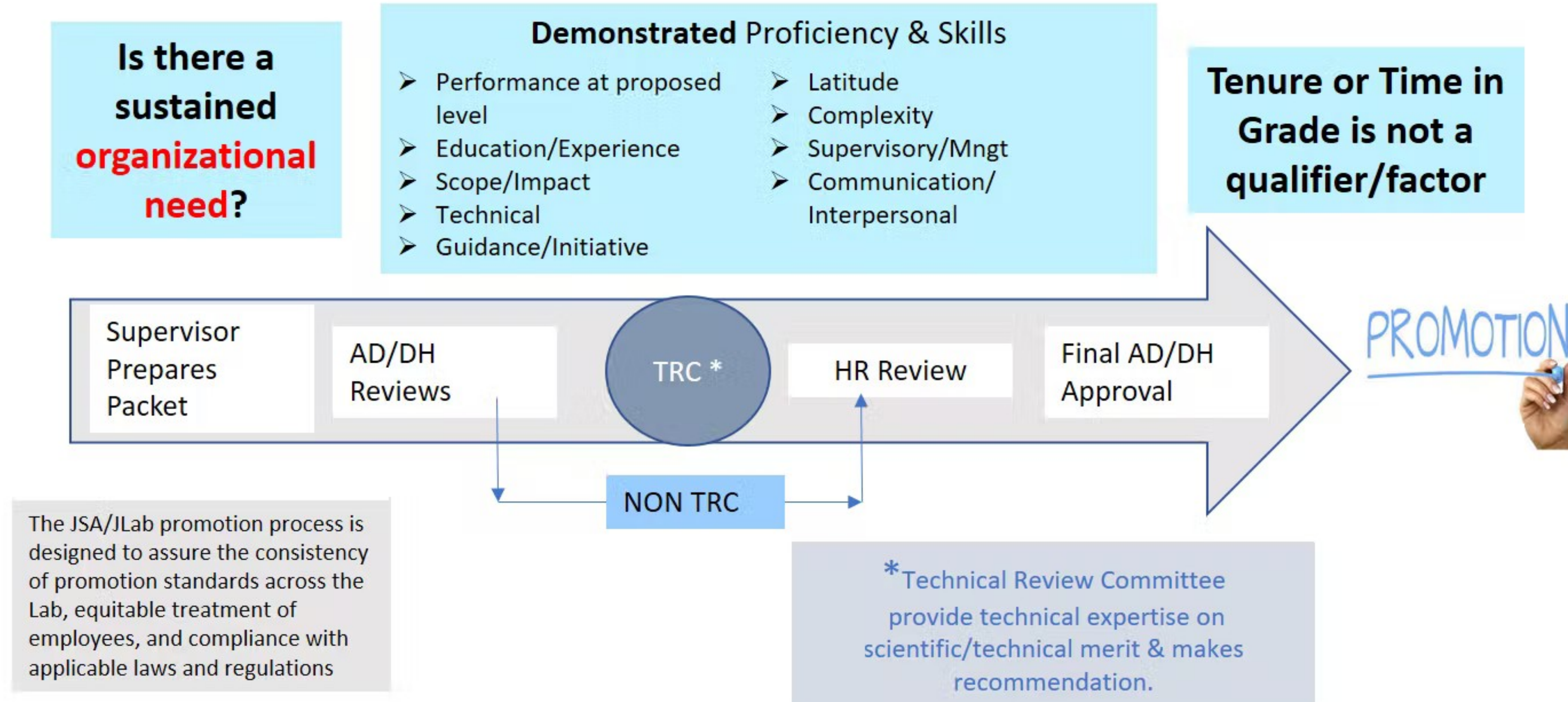
# DEI – Planned Initiatives

- Expand outreach opportunities locally, regionally and nationally. Partner with workforce and include in outreach events when appropriate.
- Leverage Individual Career Profiles to identify career pathing opportunities – use to identify career development and address retention
- Launch Inclusion Survey early 2023 (staff & Users). **We want to hear from YOU!**





# Promotion Process







# 2023 Promotion Timeline

Timeframe	Activity
October 2022	Supervisors begin work on Promotion Packages
by 12/2/22	Promotion Packages Submitted to Compensation
December 2022	Selection/Review/Invitation to TRC Members
by 1/6/23	Compensation reviews packages; prepares for Technical Review Committees (TRC) *any incomplete packages will be returned for more information*
1/17/23 to 2/3/23	TRC's Meet, facilitated by Compensation
by 2/7/23	TRC's provide feedback to Associate Director/Division Heads
2/7/23 to 2/14/23	Salary/Promotion Review Conducted
2/24/23	CostPoint updated with promotion and salary data
by 3/6/23	Salary/Promotion Notifications distributed to Divisions





# You Asked, We Answered

- We can acknowledge employee development and support ICP, but unless there is a separate lab funded budget we can get for our employees, we just can't afford it when our budgets are cut.
  - Employees need to share their desire for professional development through ICP ahead of time so that we can plan and budget for it
- How can we get ahead of burnout? I understand sometimes we have busier seasons than others, but seems we have more busy seasons than less busy ones.
  - Take care of yourself! Take short breaks during the day and use your lunch hour.
  - Take a vacation, use your hours to recharge.
  - The lab is in a growth period and somewhat of a catch-up cycle to evaluate where we have Operations staffing needs and how these needs can be prioritized and funded. There are active conversations ongoing with the Ops Leadership Team and Director's Council to determine prioritization since all of these positions have to be funded from the Lab's Operations budget and this too must fund payroll as well as running of the machine.
- Where can we get information about Tuition reimbursement? Is that a given and out of system lab budget or is this a part of division/department budget also? Is there a cap per year?
  - [Educational Reimbursement Program \(ERP\) Policy](#)
  - [Education Reimbursement Program Resources](#)
  - Funding comes from the Division's operating budget. Based on volume and nature of requests, the Division head may choose to partially fund several staff members to have greatest impact or fund just a few to offer the full benefit with a condensed period of time.





# What specifically do you think, if any, is holding you back from advancing at the lab?

Others being promoted first and/or promoted more than once before myself.

Poor succession planning so we can advance and have someone to take over.

Definitely feel others are "favored" to be promoted. Along those lines, the same co-workers are very often given verbal "kudos" in meetings; I find myself thinking 'I worked on that too' or 'What about me?' Doesn't encourage morale or motivation.

"Rules" about how quickly we can advance. "You haven't been here long enough to get a promotion yet", "you have to do the job for a year before you can be promoted to that position"

I've been told there is a lot of paperwork to fill out for a promotion package as a barrier to being promoted.

Not being proactive in the process. This focus group has opened my eyes!! I'm looking forward to learning more and acting on my behalf.

I agree with many comments shared here. It seems there are also supervisors who favor others and give kudos for their work when clearly you have also done your work and do not get credit for it. It's difficult to humbly promote yourself.



# What can you do to "promote" yourself?



How was this meeting for you? We're interested in your feedback!







# **Thank you!**

**Next DFGM: March 2023  
TBA in Weekly Briefs/Insight**

